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20 October 1970

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II #2-71

Student Body

25X1A 1. Twenty-one students attended the course, of whom fifteen were CS CTs. The remainder were from the operating divisions, [REDACTED] and RID. Their average length of service was from three months to nineteen years (average, one year), and their GS ratings were from GS-06 through GS-13 (average, GS-09).

2. A considerable number of the students had previous experience either in one of the operating divisions or in RID. Their experience was apparent in the discussions during the course.

Guest Speakers

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25X1A

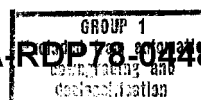
25X1A

25X1A

3. [REDACTED] OS/OSD, made his first appearance in this course, talking on the Office of Security and the assistance which it can provide in biographic research. [REDACTED] was accompanied by [REDACTED] who supplemented [REDACTED] statistics with specific examples of cases in which OSD has been able to provide support.

4. [REDACTED] Chief WH Division of Central Reference Service, made his second appearance in this course. He was, as before, a very effective speaker, whose talk was well received. Student questions lasted into the noon hour.

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Course Content and Presentation

5. There were no changes in the content of the course. Presentation, however, was made difficult by a number of circumstances (see Chief Instructor's Comments).

Student Critiques

6. The student critiques reflect a good deal of impatience on the part of the students concerning their attendance in this course. This is due, in part, to the difficult conditions under which the course was given; but due also to the very wide range in education and experience among the students. Some, with graduate experience and advanced degrees, were impatient with those to whom research was completely new. The fact that the acoustics in Room 601 made any discussion unintelligible to those more than a few feet away added to the general frustration. Instructor comments have been added to one or two of the critiques. Some of the more acid examples were produced by those whose performance was dubious.

Chief Instructor's Comments

25X1A

25X1A

7. [REDACTED] handled the greater part of the course while I attended a conference [REDACTED] He performed creditably under considerable handicaps:

- a. Unlike previous CT groups, all CS CTs were sent to this course regardless of whether they were scheduled for interim assignments at a CS desk or in DDI/DDS. Those in the latter group will have three months in which to forget their instruction before being assigned to an area in which it can be put to use. Whatever the advantages to scheduling the class as a whole, the overcrowding resulting from this arrangement works a distinct hardship on the instructors and on the rest of the class.
- b. Room 601 was not only overcrowded but plagued by gremlins. On Wednesday, the microphones became erratic and had to be abandoned. At the same time, persons unknown elected to turn on the heating system and made an already overcrowded and ill-vented classroom very nearly intolerable.

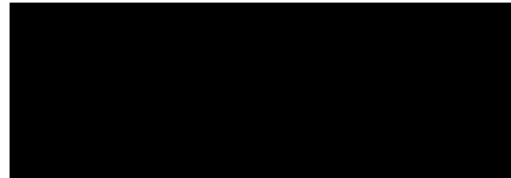
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8. Three of the CTs and two of the other students were unable to type. I have suggested to the class as a whole that this is an essential skill they would do well to acquire. In general, there were enough papers with writing problems to suggest that some kind of special attention would be helpful. A note to this effect has been added to the individual evaluations where appropriate.

9. Despite the foregoing handicaps, the majority of the students were both capable and receptive. In several instances their work was excellent, and they should have no difficulty in doing work of this kind with a minimum of guidance and supervision.



25X1A

Chief Instructor

Attachments:

- A. Course Schedule
- B. Student Roster
- C. Course Critiques

Distribution:

- Original - DTR
- 1 - DDP/TRO
- 2 - OS/ST

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Course Report - CS Records II #2-71

FROM:

Chief Instructor

EXTENSION

3396

NO.

DATE

20 October 1970

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DC/OS/ST

23 OCT

23 OCT

W

2.

C/OS

26 OCT

JH

3.

EA/TR

27 OCT

JH

4.

5.

D DTR

10 NOV 10

W

6.

DTR

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7.

DDP/TRO  
3C-29 Hqs

16 NOV 1970

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R

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14.

615 Glebe

15.

The Chief Instructor and some of the students in their critiques raise some fundamental questions as to the student mix, timing and prior experience for this course. msw.

We are studying this problem & will make recommendations. PST

Your copy attached.

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachment